

~~SECRET~~Approved For Release 2001/08/30 : CIA-RDP70-00211R000100150011-*Rev 6**Office Memorandum* • UNITED STATES GOVERNMENTTO :  
THRU :  
FROM :

DATE: 31 October 1956

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SUBJECT: New Location for Repository

1. For some time the present location of the Agency Vital Materials Repository has concerned me. Knowing that within the next two (2) years it will be necessary to increase the size of the vault I feel this an opportune time to consider the moving of this facility to a less conspicuous and more secure location.

2. A great deal of money has been expended in conducting the Vital Materials Program and results of the past two exercises indicate that our collection is good. With this in mind, it seems only reasonable that the best protection possible be provided this collection.

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4. For some time I have advocated the selection of a site that would:

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c. Provide Living Quarters for Repository Personnel.

Provision should be made for accommodating enough personnel to live as well as work, in time of emergency.

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d. Provide Space For Housing Necessary Reproduction and IBM Equipment.

It would be ideal to have sufficient IBM and reproduction equipment available under one

[REDACTED]

5. In making the decision, whether to expand at the present location or to relocate, we might investigate what private business is doing to protect their records.

[REDACTED]

7. I am not advocating that we seek space with a private outfit as this one, but I do think that we could learn much from inspecting their facility.

8. After seeking advice from persons knowledgeable of the potential of fallout and its effect, we should be better informed as to possible locations suitable for a more adequate and secure repository.

9. If this selected location is too far from the present relocation site, it is possible that an established school or university could be used for housing and office space for the emergency employees.

10. It is not the responsibility of this office to determine the location to be used for office and billeting space of emergency employees, but it is our responsibility to conduct a Vital Materials Program which will assure the fullest protection possible for the Vital Records of this Agency.

11. I would appreciate the opportunity of discussing this with you at your convenience.

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[REDACTED]

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*In meeting with Mr. [REDACTED]  
it was decided that we would not take any  
action as it was felt that it was not our  
responsibility.*

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